

POLICY: 6Hx28: 3D-06.2



Responsible Executive: Vice President,
Organizational Development and Human
Resources

Policy Contacts:

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 04-16-2013

Date of Last Policy Review: 04-16-2013

Fitness for Duty

**Policy
Statement:**

It is Valencia College's desire to provide a healthy and safe workplace. To achieve this goal, employees are required to report to work fit to perform their jobs in a satisfactory manner.

If there is reason to believe that an employee may be unfit for duty, they will be placed on administrative leave until further assessment can be obtained and/or EAP referral made. The president or a designee may require that an employee submit to a medical exam by a qualified physician.. Emergency medical care will be immediately obtained whenever there is a question of acute illness or impairment that threatens the safety of the employee or others. Both will be done at the expense of the College.

If it is determined through physician consultation that the individual is unable to perform the essential functions of his or her job without impairment due to medication or underlying conditions, the employee will be directed not to work, using available leave options, until able to fully perform the essential function of their job.

Employees with documented medical conditions are urged to work collaboratively with their supervisors to consider all reasonable accommodation options in order to continue to work.

**Policy
History:**

Adopted 1-19-83; Amended 11-18-92; Amended 4-20-94; Amended 4-16-13; Formerly 6Hx28:07-14